

# Tucson Exhibitor Show Memo

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February 1-5, 2019

Viscount Suite Hotel

4855 E. Broadway (at N Arcadia Avenue) – near the Double Tree

Tucson AZ 85711

## Is your company name and product listed correctly online?

Check the [show page](#) to see if you are listed correctly. Click [here](#) to access a form to update your information. This really important so customers know where to shop for which items at the show.

## Load-in and setup/show hours

Load-in and setup time is Friday, February 1, 10am-4pm

Show Hours:

Friday 4pm-8pm ~Opening Gala Sponsored by Green Girl Studios~ (merchants must be out by 8:30pm)

Saturday-Tuesday 10am-6pm (merchants are allowed in at 9:30am and must be out by 6:30pm)

## Are you shipping?

If you ship to the venue, please let us know how many boxes you are shipping, how they are arriving, and when they are expected. Thursday, January 31 is the earliest that items should arrive. Shipments should be labeled:

Viscount Suite Hotel

Attention: The Whole Bead Show

4855 E. Broadway

Tucson AZ 85711

~Be sure to include your name and booth #~

## Are you bringing/driving your merchandise to the venue?

Everyone will bring merchandise in through the front door of the venue.

## Are you parking?

Free

## Booth size and additional tables:

Regular booth is one 6ft table. There is room for one additional table in booth. You may bring your own table or rent one from us, the rental charge is \$50. We do not rent pegboards or showcases. Tables will not be draped. Please be considerate of your neighbors and do not invade their space. Display CANNOT include racks or other items if they will obstruct view of show.

## What can you do to help get the word out?

Share the event on [FaceBook](#) and email your customers that you will be coming to the area. Digital postcard is available by clicking [here](#). Please be sure to let your contacts know on social media and email lists, that we are coming to town. If you would like physical cards to mail to your contacts, let us know and we can send you some.

## Things you need to know:

- No audible music may be played
- Bring your own table coverings.
- Do not tape or attach anything to any wall.
- If excessive amounts of electricity/lighting are being used by you and it is causing issues, you will be asked to turn off and remove lights. **Please bring your own strip, a 15 foot electrical cord and tape to tape down your cords.**
- If any part of your display or merchandise is unfairly obstructing other merchant's space you will be asked to remove it.

- If you extend out of your allowed space and refuse to move, there will be a fine of \$500 per square foot over allotted space.
- Large banners may be affixed to the front of your tables. Any unattractive signage will be removed. Signs posting percentage off can be no larger than 3" x 3", and no more than 2 per booth (these are signs with words such as "wholesale to the public," "50% off," "sale," etc.).

**Things you should not forget to bring:**

Table coverings

Lights

Electric strip, 15ft cord, and tape to tape down your cords

**General Excise Tax**

8.7% on retail sales. Visit [http://wholebead.com/sell\\_arizona/](http://wholebead.com/sell_arizona/) for more information.